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August 24, 2018

**ADDENDUM NUMBER 3  
TO  
REQUEST FOR PROPOSALS  
FOR  
COMPREHENSIVE TOBACCO CONTROL SERVICES  
IN LOS ANGELES COUNTY RFP #2018-004**

On May 25, 2018, the Los Angeles County Department of Public Health (DPH) released a Request for Proposals (RFP) for Comprehensive Tobacco Control Services in Los Angeles County.

This Addendum Number 3 is being issued to provide responses to Proposers' Questions.

As stated in the RFP, Section 7.0, PROPOSAL SUBMISSION REQUIREMENTS, subsection 7.4, Proposers' Questions, questions received by the deadline specified in Section 7.2, RFP Timetable, and corresponding answers are being issued as part of this Addendum as follows:

**GENERAL QUESTIONS**

**Q1. What is the new due date for the intent to apply form?**

**A1.** The original due date to submit an Intent to Apply Form did not change; however, the form is not required to submit a proposal(s).

**SECTION 1.0 – INTRODUCTION**

**Q2. Would you please clarify if an agency applies for two categories, does that mean it can be funded for both? Or is it to apply for an additional category to be funded for only one (incase the other is not funded)?**

**If a proposal is not awarded a grant in the category submitted, will TCPP consider funding that agency for another of the 4 categories?**

- A2. A Proposer that submits proposals for more than one (1) Funding Category may potentially be recommended for two (2) contracts.

Per Subsection 1.1, Purpose, Interested and qualified organizations may submit a maximum of one (1) proposal per Funding Category and a maximum of two (2) proposals in total under this RFP. A separate and complete proposal must be submitted for each Funding Category selected. Proposals for each Funding Category will be evaluated separately.

## **SECTION 2.0 – CONTRACT FOR COMPREHENSIVE TOBACCO CONTROL SERVICES**

- Q3. The initial RFP indicated contract dates of 7/1/18-6/30/21. With the new proposal due date, what is the new contract term?

- A3. Per Subsection 2.1.1, Anticipated Contract Term, The Contract term shall be effective upon approval by the Board of Supervisors, and shall continue through June 30, 2021.

DPH anticipates making a recommendation to award contracts to the Board of Supervisors in November 2018, and expects Year 1 funding to remain at \$250,000 per contract.

## **SECTION 7.0 – PROPOSAL SUBMISSION REQUIREMENTS**

- Q4. Under Section A.1 required documents #1 on pages 46-47, are we required to produce a, b, and c for the purposes of this proposal or just c as we are a non-profit, 501(c)3?

- A4. Per Section 7.9, Proposal Format, Subsection 7.9.3, Proposer's Qualifications (Section A), if the structure of the Proposer's organization is a Corporation or Limited Liability Company (LLC): The Proposer must submit the following documentation with the Proposal:

- a. A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- b. A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.
- c. If applicable, a determination letter granting tax exemption under IRS Section 501(c)(3) status.

- Q5. Under Section A.2 required documents #2 on page 47, can you please define a limited partnership? What is the difference between a Certificate of Limited Partnership and an Application for Registration of Foreign Limited Partnership? What is the process for attaining the needed limited partnership documents needed for this application?

- A5.** Proposers are encouraged to visit the State of California's tax website at [https://www.taxes.ca.gov/income\\_tax/limitedpartbus.shtml](https://www.taxes.ca.gov/income_tax/limitedpartbus.shtml) for a description of a Limited Partnership and other relevant information.

Per Section 7.9, Proposal Format, Subsection 7.9.3, Proposer's Qualifications (Section A), if the structure of the Proposer's organization is a Limited Partnership: The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

- Q6. The addendum (Addendum #2) does not provide any process to withdraw and resubmit a previously submitted proposal?**

- A6.** Per Subsection 7.11, Firm Offer/Withdrawal of Proposal, Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

#### **SECTION 8.0 – SELECTION PROCESS AND EVALUATION CRITERIA**

- Q7. Will applicants who submitted a proposal by the initial deadline receive any bonus points in the scoring of the proposals?**

- A7.** No. All proposals submitted by the due date of 4:00 P.M. PT, August 31, 2018 as identified in the RFP Timetable revised via Addendum Number 2 will undergo the Selection Process and Evaluation Criteria described in Section 8.0 of the RFP.

Pursuant to RFP, Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, Addendum Number 3 has been posted on the Los Angeles County Department of Public Health Contracts and Grants Division website at: <http://publichealth.lacounty.gov/cg/index.htm> and on the Los Angeles County-Doing Business with Us website at: <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1, Addendum Number 2, and Addendum Number 3, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.